



FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ,  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN

DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF  
**CLINICAL ADMINISTRATOR**

(Position Code No. 3.092)

ANNOUNCEMENT NO:

DOA100-10

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JULY 27, 2010 - CONTINUOUS

PAY GRADE:

OPEN: R-1; \$44,242 P/A - R-10; \$66,364 P/A  
PROM: R-1; \$44,242 P/A - R-20; \$93,613 P/A

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Six (6) years of responsible professional experience in health and human services administration, clinical social work or clinical psychology, psychiatric nursing or a closely related area, of which three (3) years must have been in a supervisory or administrative capacity in treatment programs and graduation from a recognized college or university with a Master's Degree in the field of social work, educational or clinical psychology, nursing administration, health care administration, or related field;  
or

Any equivalent combination of experience and training beyond the Master's Degree which provides for the minimum knowledge, abilities, and skills.

**MINIMUM  
EDUCATION  
REQUIREMENTS**

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the circular/list approved by the DOA Human Resources Manager (e.g. Solid Waste Technician). All government of Guam employees (classified and unclassified) who were employed prior to October 1, 2008, will not be required to possess or show proof of a high school diploma or equivalent as allowed by law in their current position and for other positions they are considered for within their class series (if any) that clearly do not require a high school diploma. However, once an employee who was exempted under this law ends their employment (e.g. by way of resignation or adverse action termination) and the former employee attempts to return to active service, the law will apply accordingly to those former employees and such applicants must now possess and show proof of a high school diploma or equivalent as required for most if not all government positions.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

Administers the mental health and substance abuse programs and activities of the Division of Clinical Services, Department of Mental Health and Substance Abuse Agency.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Plans, organizes, directs, and coordinates the mental health and substance abuse programs of the Clinical Services Division comprising of twenty-four hour inpatient care, partial hospitalization day care, twenty-four hour emergency care, outpatient clinic including drug and alcohol treatment and the

# CLINICAL ADMINISTRATOR

management and safeguard of medical records. Develops and implements operating policies, procedures and regulations governing the department's clinical treatment programs. Reviews and evaluates the services, activities, and facilities to determine the needs, service effectiveness and operating efficiency. Participates in the development of administrative guidelines for clinical staff to insure effective and efficient operations. Participates in the budget preparation of local and federal funds. Plans, directs and participates in special studies and research projects in order to identify deficiencies and develops performance standards. Advises the Director of program activities and needs. Collaborates with other human services professionals, public and private groups in identifying community mental health and substance abuse treatment program needs. Maintains records and prepares reports. Makes independent decisions on program management and staffing patterns following established departmental guidelines. Performs related duties as required.

## **KNOWLEDGE, ABILITIES & SKILLS**

Knowledge of the principles, practices and techniques of mental health and public administration. Knowledge of treatment and care modalities for the mentally ill and emotionally disturbed. Ability to develop and administer the Clinical Services Division programs of the Department of Mental Health and Substance Abuse. Ability to evaluate program effectiveness and implement recommended changes in organizational policies and procedures to enhance effectiveness. Ability to maintain records, reports and other statistical data. Ability to communicate effectively, orally and in writing.

## **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

## **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

## **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

## **DRUG SCREENING**

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. [Exception: If the position change is for thirty (30) days or less, or the applicant is a classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.] The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

## **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

## **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

For:   
SECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE  
ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,  
MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR  
POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**